

REASON FOR					POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER						
RECOMMENDED								
4. TITLE				5. PAY PLAN	6. SERIES	7. GRADE		
8. WORKING TITLE Area Supervisory Procurement Analyst				9. INCUMBENT (Optional)				
OFFICIAL								
10. TITLE Supervisory Procurement Analyst								
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER	
GS	1102		12	MONTH/DAY/YEAR	YES	NO	MS	
				4/22/02				
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)								
1st				5th				
2nd				6th				
3rd				7th				
4th				8th				
SUPERVISOR'S CERTIFICATION								
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.								
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title				
FACTOR EVALUATION SYSTEM								
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK		26. POINTS
1. Knowledge Required	1-8		1550		6. Personal Contacts	6-3		60
2. Supervisory Controls	2-4		450		7. Purpose of Contacts	7-3		120
3. Guidelines	3-4		450		8. Physical Demands	8-1		5
4. Complexity	4-4		225		9. Work Environment	9-1		5
5. Scope and Effect	5-4		225		27. TOTAL POINTS			27. 3090
PCS for Contracting Series, GS-1102 (TS-71 dtd 12/83)							28. GRADE	28. 12
CLASSIFICATION CERTIFICATION								
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.								
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)								
32. Remarks FLSA: E					33. OPM Certification Number			

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				12	

## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	1102		S0006	SUPVY PROCUR ANAL

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	2 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	6=Leader WLGE 8=All Others	X=New Std. Applied Blank=NA	N=NO Y=Interdis
				MO DAY YEAR
				04 22 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR

16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

## C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E E=Exempt N=Nonexempt	0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C	0=Excepted but not A, B, C	1N N

6. WK. TITLE CD. (4)	7. WK TITLE (38)

8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change
	B=Lower Grade C=Higher Grade
	D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	State (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR
							04 22 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. (1)
1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG	4=Sup./Program 5=RGE 6=Policy Analysis GEG	MO DAY YEAR	MO DAY YEAR

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)	23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.	MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			
Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.							
Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change							
5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.							
9=Other							

30. CLASSIFIER'S SIGNATURE	31. DATE

## 32. REMARKS

Standard Job #1102-12

**A. INTRODUCTION:**

This position is located in the administrative office for the Area. The incumbent manages the procurement and agreements program within the assigned area including advance procurement planning; implementation of procurement and assistance management policies and procedures; and execution of contracts and assistance agreements with private contractors, universities, and other agencies for construction, non-personal and professional services, ADP, and supplies. Oversees all procurement activities in support of highly specialized and complex research programs.

**B. MAJOR DUTIES:**

Plans, directs, coordinates and manages the Area's acquisition and extramural agreements programs. Directs the allocation of resources necessary to accommodate specific projects, eliminating or reducing certain projects and establishing degree of emphasis required to accomplish the mission.

Serves as primary consultant to the Area Director, Area Administrative Officer, and other managers concerning acquisition and extramural agreements issues/activities, and provides advice and recommendations on all aspects of the Area's acquisition and extramural agreements programs.

Manages, directs, and oversees the performance of the various operational aspects in accomplishing the acquisition and extramural agreements programs including negotiation, execution, administration, surveillance and/or termination. Provides technical guidance to contract specialists, purchasing agents, administrative contract officers, quality assurance specialists, procurement clerks, or location administrative technicians/officers.

Reviews new or changed policies, laws and directives affecting the Area's programs and develops new or changed Area policies and procedural guidance for issuance within the Area.

Conducts or directs the conduct of special studies, committees and/or task groups, and/or preparation of special procurement reports requested by higher authority. Participates in reviews of other ARS locations as requested.

**Supervisory Procurement Analyst  
GS-1102-12**

**Standard Job #1102-12**

Determines the need for and recommends approval of delegation of special procurement authorities.

Participates with Headquarters Contracting and Assistance Division Policy Staff in identifying and researching key acquisition and extramural agreements issues of importance to the Agency, and recommends solutions/actions to Headquarters.

Continually reviews and evaluates all acquisition and extramural agreements programs, policies and procedures. When necessary, conducts or directs the conduct of Procurement Management Assistance Reviews of Area locations and initiates appropriate action(s) to ensure achievement of maximum effectiveness, efficiency and economy of all operations.

Issues guidance regarding acquisition and extramural agreements aspects of the Area's Annual Resource Management Plan (ARMP). Reviews and evaluates all management unit ARMP documents and provides periodic analyses to the Area Administrative Officer and Headquarters.

Establishes the Area's annual procurement preference program goals. Manages the Area's program to achieve these goals each year as they pertain to contracting with small, disadvantaged, and minority-owned companies. Ensures that the provisions of Section 8 and 15 of the Small Business Act, as amended by Public Law 95-507; the provisions of Executive Order 12138, pertaining to women-owned business; and Public Law 96-302, pertaining to Federal Contract awards in labor surplus areas are implemented in the Area.

Trains Area contracting/purchasing personnel to improve acquisition practices and inform them of new regulatory requirements.

Coordinates the overall acquisition and extramural agreements program activities with other sections of the Area Administrative Office, including communications and contacts which may result in a change in acquisition and extramural programs.

Serves as warranted contract officer and has delegated authority to sign contracts and agreements as follows: Level III acquisition delegation; unlimited authority for domestic extramural agreements; special and one-time delegations from HCA.

Serves as team leader over a variety of functional specialists, such as engineers, safety and health specialists, auditors, scientists, cost analysts, and attorneys to prepare the Government position and conduct negotiations with the contractor.

Performs other duties related to contracting or as assigned by the supervisor.

**C. EVALUATION FACTORS:**

**1. Knowledge Required by the Position (FLD 1-8: 1550 PTS)**

Knowledge of the principles of acquisition and extramural agreements planning sufficient to develop and implement programs that support the Area's vast variety of research programs and mission.

Knowledge of Government contracting laws and policies including techniques of contracting operations, detailed procedures of department contracting requirements, and familiarity with the practices of business, industry, and academia sufficient to interpret guidance and determine impact on the Area's acquisition and extramural agreements programs; and develop policies and provide innovative guidance on the solution of unusual problems to subordinate activities.

Knowledge of negotiation techniques to serve as team leader over engineers, safety and health specialists, auditors, attorneys, cost analysts, and scientists in the negotiation and settlement actions involving significant Government and contractor program obligations.

Knowledge of business and industrial practices pertinent to the acquisition and extramural agreements processes.

Knowledge of related disciplines and functions involved in the systems acquisition process, such as architectural and engineering, financial management, facilities construction, and property utilization.

Analytical skill sufficient to conduct audits and evaluate audit reports, regulations, and other relevant material as a basis for developing and implementing guides and procedures.

Skill in supervising a staff of employees involved in contracting or procurement functions.

Skill in written and oral communications sufficient to prepare written guidance and decisions; explain and defend decisions; and conduct training.

**2. Supervisory Controls: (FLD 2-4: 450 PTS)**

Works under the administrative supervision of the Area Administrative Officer who provides broadly defined program framework and long-range objectives.

Independently plans and carries out the Area's acquisition and extramural agreements programs. Uses judgment in planning, making recommendations, and resolving problems. Work is reviewed on the basis of attainment of program objectives and effectiveness of judgment used. Work products and/or advisory services provided to management or field locations are considered technically authoritative.

**3. Guidelines: (FLD 3-4: 450 PTS)**

Guidelines consist of Department and Agency policies, regulations, directives and program goals, Executive Orders, OMB and GSA circulars and regulations, Federal Acquisition Regulations, Federal statutes, Comptroller General and Office of General Counsel Decisions, Board of Contract Appeals and Civil Court Decisions, and Cost Accounting Standards. Guidelines are sometimes inadequate, requiring ingenuity and originality in interpreting, modifying and extending to the management of the Area's acquisition and extramural agreements programs. Interprets statutes, regulations, directives, policies and procedures as they apply in specific cases; resolves gaps in existing guidance; and determines and pursues the best course of action when guidelines are conflicting or lacking.

**4. Complexity:** (FLD 4-4: 225 PTS)

Participates fully in planning and directing the acquisition and extramural agreements programs for the Area. This includes formulating, presenting and managing the Area's complex or state-of-the-art acquisition and extramural agreements programs. Complexities include, but are not limited to: development, design, and acquisition of specialized equipment, facilities, and other unique services and supplies; design instability resulting in frequent design and performance changes; difficulty in developing time schedules; lack of precedent and cost data; sole source negotiation environments; use of cost and fixed-price contracts and a broad range of complex terms and conditions including options, incentive formulas, and progress payment clauses. Decisions involve uncertainties or problems, such as questionable financial responsibility, deficient performance, economic instability, and complex programs. Decisions as to what needs to be done are based on understanding and analyzing the characteristics of the overall ARS mission, program plan, changing needs, and priorities.

Interprets technical, legal, and audit decisions, and analyzes their impact on requirements and identifies trade-offs and alternative courses of action.

**5. Scope and Effect:** (FLD 5-4: 225 PTS)

Provides expertise on a broad range of procurement activities covering all aspects of acquisitions. Effective acquisition and extramural agreements management is essential to the accomplishment of the Area's research goals and mission. The work has a significant and potentially critical impact on existing and projected research and operational programs having a national and international impact.

**6. Personal Contacts:** (FLD 6-3: 60 PTS)

The incumbent has contact, on a regular basis, with the Area Director, Associate Area Director, Area Administrative Officer, other Area Administrative Office personnel, location research staff, Contracting and Assistance Division and Facilities Division staffs, the National Finance Center, the Office of the General Counsel, and other Agency personnel. Also has contacts with industry officials, state and federal regulatory agencies, officials of State cooperative institutions, colleges, and universities and representatives of private and non-profit agencies and organizations. On occasion may have contact with staff members of congressional offices for the assigned Area.

**7. Purpose of Contacts:** (FLD 7-3: 120 PTS)

The purpose of contacts includes planning, developing, and evaluating the Area's acquisition and extramural agreements programs; analyzing complex issues; exchanging information, resolving problems, and advising and assisting on technical acquisition and extramural agreements matters. Some contacts are controversial in nature; therefore, the incumbent must use considerable tact.

**8. Physical Demands:** (FLD 8-1: 5 PTS)

Work is mostly sedentary, but there is some walking, bending and climbing required during visits to contractor/cooperator work site/facilities.

**9. Work Environment:** (FLD 9-1: 5 PTS)

Work is usually performed in an office setting. There are occasional visits to contractor/cooperator work sites/facilities to conduct factfinding, pre-award surveys, reviews and negotiations.

**D. OTHER CONSIDERATIONS:**

Supervises a staff of \_\_ employees engaged in performing a comprehensive acquisition and extramural agreements programs for the \_\_\_\_\_Area. Exercises direct supervision over \_\_\_\_\_ (list all positions) \_\_\_\_\_. Positions range in grade from GS-03 to GS-11/12.



Interviews and selects employees for vacant positions; makes work assignments and reviews completed work; establishes performance standards; evaluates performance and assigns performance ratings; determines training needs and arranges for training; recommends awards and disciplinary actions; counsels employees; and attempts to resolve grievances.

The Department and its agencies are committed to affirmative implementation of EEO plans of action and applicable civil rights provisions. Assures that equal opportunity is extended to all candidates for employment, all employees under his/her supervision, and all beneficiaries of pertinent programs under his/her management. Equal opportunity in employment for employees supervised includes: full consideration of eligible minority group members and women in filling vacant positions; holding individual and group meetings to communicate EEO and program missions; providing career counseling and/or orientation; enhancing career opportunities through training and development, job redesign, and similar techniques; and ensuring full consideration of these employees in recommending promotions, awards, and other forms of special recognition.

**LEVEL III CONTRACTING OFFICER CERTIFICATION MUST BE MAINTAINED.**

**Check if applicable:**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

**TOTAL POINTS = 3090**

**GRADE CONVERSION = GS-12**